

**U.S. DEPARTMENT OF COMMERCE**  
**U.S. Census Bureau, Regional Census Center, Denver, Colorado**  
<http://www.census.gov/roden/www/emply.html>  
Recruiting Bulletin

**POSITION TITLE:** Assistant Manager for Field Operations (AMFO)

**ISSUE DATE:** October 19, 2009

**Bulletin No.** 3199-09-AMFO-139 (E)

**CLOSING DATE:** October 30, 2009

**This position requires a written test. If you have not already taken the 1-hour supervisory test (D-270), call the Local Census Office below to schedule a test before October 30, 2009.**

**LOCATION/PAY RATE/TEST SCHEDULING TELEPHONE NUMBER:**

Colorado Springs, CO      \$20.75/hr.      (719)234-0363

**NUMBER OF VACANCIES:** One

**EXCEPTED SERVICE APPOINTMENT:** This is a temporary appointment Not-to-Exceed 09/25/2010. It does not confer entitlement to any benefits other than earning annual and sick leave, and paid holidays.

**AREA OF CONSIDERATION:** All Qualified U.S. Citizens within a 50 mile commuting distance of Colorado Springs, CO Local Census Office

**Payment of relocation expenses IS NOT authorized.**

**WORK SCHEDULE:** This is a temporary full-time position. The incumbent of this position is covered by the mixed-tour employment program.

**DUTIES:** Responsible for the direct supervision of 10-15 Field Operations and Office Operations supervisors and the indirect supervision of approximately 400-600 crew leaders and enumerators, at peak operation, who work outside the ELCO/LCO. Incumbent is responsible for accomplishing production and quality goals in field operations under their span of control. Conducts individual and group training sessions for their personnel as necessary. Determines assignment areas for data collection activities. Manages material and assignment preparation for all field operations in their control. Responsible for the completion of field work in a timely and cost efficient manner. Assures that specific levels of quality and progress of field operations are being met through analysis of various computer generated reports and observation. Takes necessary corrective action to achieve goals. Acts as the principal technical advisor on field operations in the ELCO/LCO, answering inquiries from the Office Manager, and Field Operations Supervisors. Responsible for the successful completion of all assigned field operations. Will supervise enumerators and or crew leaders, in smaller field operations, when no Crew Leader or Field Operations Supervisor is authorized.

**QUALIFICATIONS:**

- You must pass the written Census Supervisor Test (D-270); **and**
- Have at least the minimum experience in each of the three areas contained in the Evaluation Criteria (attached) Your experience for all three must be at least at the level described as "c". If you do not have that level of experience for any one of the questions, you are not qualified for the position. For **each of the three Evaluation Criteria statements in the attachment, select the letter that best** describes your experience. You must have experience in **all** aspects of the work described in order to claim credit for any given level. If you do not meet any part of the description for a level, you may not take credit for it and must choose one of the lower levels that you do meet in full.

## HOW TO APPLY:

**STEP 1.** Complete the following forms and **mail them to the address below to be received by the closing date.** If you do not submit a complete application packet, you will be disqualified.

A complete application packet consists of:

1. A Resume or \*Optional Application for Federal Employment (OF-612) (See appendix for required information)
2. "AMFO Attachment" with answers to the Evaluation Criteria Statement.
3. \*OF-306, Declaration for Federal Employment
4. Your other supporting documents such as DD-214, SF-15 (for veteran's preference), or copies of college transcripts

\*Available on our website: <http://www.census.gov/roden/www/empty2010.html>

## STEP 2. EMPLOYMENT TEST

Call the local number to be scheduled for the employment test. This test is designed to measure managerial skills and abilities which are relevant to supervisory positions. It consists of 29 multiple-choice items, and applicants will be allowed one hour to complete the test. This is a pass/fail test. If you pass the test, you will be given a score of 70. Individuals with a disability may request reasonable accommodations.

When you call to be scheduled for the test, you will be given instructions on what other documents you will need to bring with you, such as two forms of ID, references, etc.

**STEP 3.** SUBMIT YOUR APPLICATION to the following address.

**U.S. Census Bureau  
Denver Regional Census Center  
6950 W. Jefferson Ave., Suite 250  
Lakewood, CO 80235-2032  
ATTN: Human Resource Specialist**

**APPLICATION DEADLINE:** Application materials must be received by the closing date of the recruiting bulletin. Applications received after this date will not be considered. Faxes and e-mails will not be accepted.

## **APPENDIX - REQUIRED INFORMATION ON OF-612 OR RESUME AND CONDITIONS OF EMPLOYMENT**

Additionally, the following information must be reflected in your application/resume'. It is needed to evaluate your qualifications and determine if you meet legal requirements for Federal employment. Failure to provide this information may result in loss of consideration.

- Recruiting Bulletin number, title, and location
- Full name, mailing address (including zip code) and day and evening phone numbers (with area code).
- An e-mail address is optional.
- Social Security number
- Country of citizenship (this Federal job requires U.S. citizenship).
- Veteran's Preference – Applicants claiming 5-point veteran's preference must submit a DD-214 to receive preference. Applicants claiming 10-point veteran's preference must submit the SF-15, Application for 10-Point Veteran Preference, with the required proof (i.e., statement from the Department of Veterans Affairs) and the latest copy of the DD-214, Certificate of Release or Discharge from Active Duty. If the applicant does not provide the supporting documentation for the 10-point preference, but has provided the documentation for the 5-point preference, they will receive the 5-point preference only (until the documentation for the 10-point preference is received).
- Highest education level achieved. Specify: name, city, state, zip code (if known), date or expected date (month/year) of completion of degree requirements, type of degree received.
- Paid and non-paid work experience related to the position. For each work experience include: job title, series/grade (if Federal employment), duties and accomplishments, employer's name and address, supervisor's name and address, starting and ending dates, hours per week, salary, and indicate if we may contact your current supervisor/employer.
- Job-related: skills (e.g., other languages, typing speed, computer software/hardware, tools, etc.), training courses (title and year).

Use of Government agency envelopes to file a job application is a violation of Federal laws and regulations. Applications submitted in Government envelopes or sent from a Government FAX machine will not be accepted.

### **CONDITIONS OF EMPLOYMENT:**

- This is a Mixed-Tour work schedule that may be changed from full-time, part-time, or intermittent to accommodate workloads.
- Candidates selected for these positions must sign agreements outlining the conditions of employment prior to the appointment.
- You will be required to complete a Declaration for Federal Employment (OF-306) to determine your suitability for Federal employment and to authorize a background investigation. You will also be required to sign and certify the accuracy of all the information in your application. If you make a false statement in any part of your application, you may not be hired; or you may be terminated after you begin work; or you may be fined and jailed.
- If selected, male applicants born after 12/31/59 must confirm their selective service registration status.
- Public law requires all new appointees to present proof of identity and employment eligibility (e.g., U.S. citizenship).

**Question on this bulletin may be directed to Dulcy Hernandez, HR Specialist: 1-720-533-4120.**

### **THE U.S. DEPARTMENT OF COMMERCE IS AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER**

ALL QUALIFIED APPLICANTS WILL BE CONSIDERED REGARDLESS OF AGE, RACE, COLOR, SEX, CREED, NATIONAL ORIGIN, LAWFUL POLITICAL AFFILIATION, DISABILITY, MARITAL STATUS, AFFILIATION WITH AN EMPLOYEE ORGANIZATION, SEXUAL ORIENTATION, OR OTHER NON-MERIT FACTOR.

Applicant Name: \_\_\_\_\_ Office Location: 3199-09-AMFO-139 (E)

EVALUATION CRITERIA STATEMENT FOR ASSISTANT MANAGER FOR FIELD OPERATIONS	
COLUMN A	COLUMN B
<p>Applicants <b><u>are required</u></b> to answer each of the <b>three</b> questions below in Column A by circling the best response <b><u>and</u></b> supporting that response in Column B.</p>	<p><b>Applicants are also required to complete the following:</b></p> <ol style="list-style-type: none"> <li>1. Indicate the job from your attached resume or other application form that verifies the answer you selected. <b>OR</b></li> <li>2. Write in the space below your experience that supports your answer. In addition to listing your experience, you <b><u>must include</u></b> the employer's name and address, the title of the position, and the dates of employment.</li> </ol>
<p><b>1. Please select the answer that best describes your experience managing time-critical production or quality control operation.</b></p>	<p><b><i>Response must support answer circled in Column A</i></b></p>
<p><b>a.</b> As my primary responsibility, I have experience with <b><u>all</u></b> of the following:</p> <p>I have experience with <b><u>all</u></b> of the following: managing a staff of 50 or more employees that included at least two levels/tiers of subordinate management (e.g. I supervised manager(s) who, in turn, supervised other supervisor(s) or team-lead(s); managing employees who worked in multiple geographic locations; <b><u>and</u></b> analyzing budget, quality, and production data reports in order to identify problems and <b><u>implement</u></b> corrective actions.</p> <p><b>b.</b> As my primary responsibility in a former position, I have experience with <b><u>both</u></b> of the following:</p> <p>Managing a staff of 20 or more employees that included at least two levels of subordinate management (e.g. I supervised manager(s) who, in turn, supervised other supervisor(s) or team-lead(s)); <b><u>and</u></b> analyzing budget, quality, and production data in order to identify problems and <b><u>implement</u></b> corrective actions.</p> <p><b>c.</b> I have experience with <b><u>both</u></b> of the following:</p> <p>Managing at least 10 employees through one level/tier of subordinate management (e.g., I supervised supervisor(s)/team lead(s)); <b><u>and</u></b> using various management reports to identify problems and <b><u>recommend or implement</u></b> corrective actions.</p> <p><b>d. My experience is less than what is described above.</b></p>	

**EVALUATION CRITERIA STATEMENT FOR**  
**ASSISTANT MANAGER FOR FIELD OPERATIONS**

COLUMN A	COLUMN B
<p>Applicants <b><u>are required</u></b> to answer each of the <b>three</b> questions below in Column A by circling the best response <b><u>and</u></b> supporting that response in Column B.</p>	<p><b>Applicants are also required to complete the following:</b></p> <ol style="list-style-type: none"> <li>1. Indicate the job from your attached resume or other application form that verifies the answer you selected. <b>OR</b></li> <li>2. Write in the space below your experience that supports your answer. In addition to listing your experience, you <b><u>must include</u></b> the employer's name and address, the title of the position, and the dates of employment.</li> </ol>
<p><b>Please select the answer that best describes your</b></p> <p><b>2. experience in training, developing, and disciplining employees. (Circle the appropriate letter.)</b></p> <p><b>a.</b> I have experience making critical personnel decisions for a staff of at least 50 people. Specifically, for this office, I was responsible for all of the following: training, evaluating, promoting <b><u>and</u></b> disciplining my subordinate staff. I have evaluated the performance of employees, which included making performance distinctions between subordinates. I was directly responsible for promoting employees <b><u>and</u></b> I have been responsible for the termination/firing of employees.</p> <p><b>b.</b> I have experience making critical personnel decisions for a staff of at least 20 people. Specifically, I was responsible for all of the following: training, evaluating <b><u>and</u></b> disciplining my subordinate staff. I have evaluated the performance of employees, which included making performance distinctions between subordinates. Have been responsible for the termination/firing of <b>at least one</b> employee.</p> <p><b>c.</b> I have experience making critical personnel decisions for a staff of at least 10 people. Specifically, I was responsible for all of the following: training, evaluating <b><u>and</u></b> disciplining my subordinate staff. I have evaluated the performance of employees, which included making performance distinctions between subordinates, but I did not have to fire/terminate an employee.</p> <p><b>d.</b> My experience is less than what is described above.</p>	<p><b><i>Response must support answer circled in Column A</i></b></p>
<p><b>3. Please select the answer that best describes your experience demonstrating the ability to establish effective working relationships with organizations with unique cultural, community, religious or other characteristics.</b></p>	<p><b><i>Response must support answer circled in Column A</i></b></p>

EVALUATION CRITERIA STATEMENT FOR  
ASSISTANT MANAGER FOR FIELD OPERATIONS

COLUMN A	COLUMN B
<p>Applicants <b><u>are required</u></b> to answer each of the <b>three</b> questions below in Column A by circling the best response <b><u>and</u></b> supporting that response in Column B.</p>	<p><b>Applicants are also required to complete the following:</b></p> <ol style="list-style-type: none"> <li>1. Indicate the job from your attached resume or other application form that verifies the answer you selected. <b>OR</b></li> <li>2. Write in the space below your experience that supports your answer. In addition to listing your experience, you <b><u>must include</u></b> the employer's name and address, the title of the position, and the dates of employment.</li> </ol>
<p><b>a.</b> I have experience establishing working relationships with diverse <b>cultural, community, religious, or other nongovernmental organizations</b> to gain support or participation in organizational programs. This experience included preparing and giving speeches and/or presentations to these unique organizations' leaders and/or members, and resulted in tangible results/benefits for my organization.</p> <p><b>b.</b> I have experience establishing working relationships with organizations outside of my place of employment to gain support or participation in organizational programs. However, these organizations were not diverse <b>cultural, community, religious, or other nongovernmental organizations</b>. This experience included preparing and giving speeches and/or presentations to these organizations' leaders and/or members, and resulted in tangible results/benefits for my organization.</p> <p><b>c.</b> I have experience establishing working relationships with different branches or sections within my organization to gain support or participation in organizational programs. My communication was limited primarily to <b>internal</b> customers within my organization. This experience included preparing and giving speeches and/or presentations to these internal customers.</p> <p><b>d.</b> My experience is less than what is described above.</p>	